Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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Date: April 29, 2010

To: Food Service Managers/Directors

From: Judy Wilson, USDA Foods Distribution Coordinator

Re: USDA Food Order Instructions – Ordering Deadline for Fruits and Vegetables **May 3, 2010,** Deadline for Canned Dried Beans and Tomatoes **May 7, 2010,** and the Deadline for Meat/Poultry is **May 14, 2010**. <u>No Exceptions</u>!

The USDA Food order form is available online by going to the following Web site and clicking on the USDA Foods section http://www.opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/index.html#gpm1_6 and click on "USDA Foods Ordering Program."

The login ID and password information are the same as those used for the CNPWeb and the Cooperative Purchase programs. If you have a problem with your password, please call Sofia Janik at (406) 444-2521.

When you reach the online order form, go to Sponsor Functions in the upper left of your screen and choose Enter/Modify Food Orders as shown below.
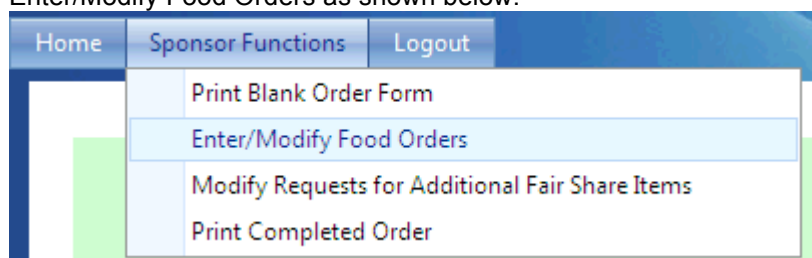
All original orders are locked and cannot be changed. To see the quantities on your original order – choose Print Completed Order from the menu and select the order number (48) from the locked order.   All quantities on the new order are in addition to the original order.

You will need to click on Generate New Order Number to start the next order process.

State FY	Program	Order Id	Date Submitted	Order Amount	Order Locked	
2011	NSLP	15		5300.65	☑	Select

Once you generate a new order number it will be added to your list of orders and you can click Select to begin the ordering process.

State FY	Program	Order Id	Date Submitted	Order Amount	Order Locked	
2011	NSLP	254		0.00	☐	Select
2011	NSLP	48		5303.74	☑	Select

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.

Use the Food Group list to see the foods in that group. The Dairy Group is the first group and will automatically appear when you open your order form. Click Edit next to the item you want to order. The line turns yellow to indicate that you are working on this order line.

The numbers in the lower left of the food lists indicate there are more pages of food items. Click the numbers to move between pages.

There are two sections on the order form.

> Section 1: Entitlement Items (these will be charged against your entitlement balance).
>
> Section 2: Bonus Items (these are "free" and will not be charged against your entitlement balance).

Only the items that are available at the time of the order will show in each section.

Order Deadline: 4/29/2010 **Entitlement Balance Remaining: $2500.20** Submit Order

You may submit your order as many times as needed prior to the order deadline. The order may be modified throughout the ordering window even if you have already submitted it.

Food Group: Dairy   Items in the processing group are ordered by pounds - if no limit specified then there is no limit.

Entitlement Items:

Food Description	Pack	Pack Size	Food Value	Fair Share Limit	Quantity	
CHEESE SLICED YELLOW	CASES	6/5# Sliced Yel	$47.42			Select
CHEESE, CHED RD FAT SHRD YELLOW	CASES	6/5#	$54.52			Select
CHEESE, CHEDDAR YELLOW 10	CASES	6/5#	$53.28			Select
CHEESE, MOZZ LITE SHRD	CASES	30#	$56.70			Select
CHEEZE, MOZZ LMPS	CASES	30#	$53.92			Select
EGGS, FRZ	CASES	6/5#	$19.62			Select

Bonus Items:
No Bonus Items in this food group at this time

Another change you will notice is that now you will enter the quantity you want in the new quantity box that will display above the food lists. You will need to click Save to add the items to your order. The line will remain yellow until you either Save your new quantity or Cancel the change. If you want to delete items – change the quantity to 0 and click Save.

Enter New Quantity for CHEESE SLICED YELLOW: 0

Save   Cancel

Food Group: Dairy   Items in the processing group are ordered by pounds - if no limit specified then there is no limit.

Entitlement Items:

Food Description	Pack	Pack Size	Food Value	Fair Share Limit	Quantity	
CHEESE SLICED YELLOW	CASES	6/5# Sliced Yel	$47.42			Select
CHEESE, CHED RD FAT SHRD YELLOW	CASES	6/5#	$54.52			Select

When you are finished placing your order, you will click on the submit button to add a date/time stamp to your order. You can still change the order and resubmit as many times as needed before the order deadline date.

Submit Order   Thank you. Your order has been submitted.

Be sure to read the USDA Foods memo before you begin.

Call Food Distribution at (406) 444-4415 if you have questions.